

2012 APPLICATION INSTRUCTIONS

BEHAVIORAL HEALTH AND HUMAN SERVICES LICENSING BOARD

CLINICAL SOCIAL WORKER (LCSW) LICENSURE PACKET

This packet should contain the following information:

- 1.) Ten (10) pages of instructions and information
- 2.) A six (6) page application form
- 3.) Form I – Verification of Supervision
- 4.) Form II – Verification of Experience/Employment
- 5.) Form III – MSW Clinical Coursework
- 6.) A Verification of Licensure form

If this packet does not include all of the above documents, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or email us at pla5@pla.in.gov. **PLEASE NOTE THAT YOU CAN OBTAIN A COPY OF OUR STATUTES AND RULES ON OUR WEBSITE AT <http://www.in.gov/pla/social.htm>.**

INSTRUCTIONS AND INFORMATION

Before completing and submitting your application to the Indiana Professional Licensing Agency, please read all instructions and information included with this packet. If you have any questions, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or email us at pla5@pla.in.gov. For additional information, please visit our website at <http://www.in.gov/pla/social.htm>.

AGENCY ADDRESS

Indiana Professional Licensing Agency
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC § 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. **The information you provide will become public record.** Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

NAME CHANGE INFORMATION

If your name differs from that on any of your submitted documentation, you must also submit an official affidavit indicating any legal name change or a notarized copy of a marriage certificate.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on this application is mandatory for the purpose of complying with IC § 25-1-5-8 and IC § 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Indiana Professional Licensing Agency for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the Behavioral Health and Human Services Licensing Board to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application.

PLEASE NOTE: APPLICATION FEES ARE NOT REFUNDABLE

Outlined in 839 IAC 1-2-5(k)

LICENSURE AS A CLINICAL SOCIAL WORKER (LCSW)

PLEASE NOTE THE FOLLOWING: Depending on when you actually began taking classes to complete your MSW degree, the education and supervised clinical experience requirements to qualify for licensure are different.

If you began taking classes to complete your **MSW degree prior to JULY 1, 1997** then the following **“OLD” LCSW REQUIREMENTS** apply to you.

If you began taking classes to complete your **MSW degree after JULY 1, 1997** then please refer to the section **“NEW” LCSW REQUIREMENTS**.

“OLD” LCSW REQUIREMENTS

<p>FOR ALL APPLICANTS THAT BEGAN TAKING CLASSES TO COMPLETE AN MSW DEGREE PRIOR TO JULY 1, 1997</p>
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****All education, clinical experience, supervision, and examination requirements must be met in order to be granted licensure in the State of Indiana.**

****Licensure, certification or registration in another state does not guarantee licensure in Indiana.**

EXAMINATION/ENDORSEMENT

The Board has adopted the Association of Social Work Board's (ASWB) clinical level examination to obtain clinical social work licensure. You may use current licensure/certification as a clinical social worker in another state to exempt yourself from the examination, provided you took the ASWB examination in another state at the clinical level or higher. If you have taken the ASWB clinical exam, you will only be required to take our jurisprudence (law) exam.

PLEASE NOTE: If you did not take an examination at the same or higher level to receive licensure/certification in another state, you will be required to take the ASWB clinical examination before you will be licensed as a clinical social worker in the State of Indiana.

If you are currently licensed or certified as a clinical social worker in another state and you will be applying for licensure in Indiana on the basis of that license, please see the section **“Requirements for applicants by exemption from examination”** (ENDORSEMENT).

The requirements for the licensure as a clinical social worker (LCSW) through examination or endorsement are as follows:

APPLICATION

Mail completed application along with all required documentation listed below to the Indiana Professional Licensing Agency:

AFFIDAVIT

If you answer “Yes” to any of the eight (8) questions on the application, **you must** explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date, and disposition.

PLEASE NOTE: If you have had a malpractice judgement, provide the name of the plaintiff. Letters from attorneys or insurance companies will not be accepted in lieu of your statement however; they may accompany your affidavit.

APPLICATION FEES

Applicants must submit a fifty-dollar (\$50) application/issuance fee, made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

PHOTOGRAPH

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, and of professional quality. No Polaroid type or laminated cards will be accepted.

EDUCATION -- OLD REQUIREMENT

Applicants must possess at least a **Master's degree in Social Work (MSW)** from an institution of higher education that has been **accredited or approved for candidacy by the Council on Social Work Education (CSWE)**. Applicants must submit an official transcript from the college or university from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred.

NOTE: Transcripts must be original, official transcripts sent directly from the university. Copies or incomplete (not yet showing your degree granted) transcripts are not acceptable. Degrees in related fields are not accepted.

IN ADDITION, TRANSCRIPTS SUBMITTED BY THE APPLICANT IN A SEALED ENVELOPE WILL NO LONGER BE ACCEPTED. ALL TRANSCRIPTS MUST BE SENT DIRECTLY FROM THE UNIVERSITY.

CLINICAL EXPERIENCE -- OLD REQUIREMENT

Applicants must submit proof of **two thousand (2,000) hours of experience** in counseling of clients in a clinical setting within a five (5) year period of time. The experience must be **post-baccalaureate, paid, and supervised to qualify as experience**. (NOTE: One thousand five hundred hours (1,500) equals one (1) year of experience.)

Use **FORM II – VERIFICATION OF EMPLOYMENT/EXPERIENCE** to report your information. Your employer must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you completed the required two thousand (2,000) hours of clinical experience with more than one employer.

CLINICAL SUPERVISION -- OLD REQUIREMENT

Applicants must submit proof of at least eighty (80) hours of supervision, provided by a licensed clinical social worker (LCSW). If you began your supervised clinical experience requirement before November 1, 2003, this experience can also be gained under the supervision of a licensed physician who has training in psychiatric medicine, a licensed psychologist, a licensed marriage and family therapist (LMFT) or a licensed mental health counselor (LMHC).

Any supervised clinical experience completed after November 1, 2003, must be gained under the supervision of a licensed clinical social worker. Supervision must be face to face, on a 1:25 ratio (1 hour of face to face supervision for every 25 hours of experience), which equals eighty (80) hours of face to face supervision for two thousand (2,000) hours of counseling.

Use **FORM I- VERIFICATION OF SUPERVISION** to report your information. Your supervisor must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you received the required supervision from more than one supervisor.

VERIFICATION OF LICENSURE/CERTIFICATION IN ANOTHER STATE

Applicants must provide VERIFICATION OF LICENSURE/CERTIFICATION FORMS from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. The top portion of this form should be completed the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. **You do not need to complete this form, if you only hold licensure or certification in the State of Indiana with the IPLA.**

“NEW” LCSW REQUIREMENTS

<p>FOR ALL APPLICANTS THAT BEGAN TAKING CLASSES TO COMPLETE AN MSW DEGREE AFTER JULY 1, 1997</p>

****All education, clinical experience, supervision, and examination requirements must be met in order to be granted licensure in Indiana.**

****Licensure, certification or registration in another state does not guarantee licensure in Indiana.**

EXAMINATION/ENDORSEMENT

The Board has adopted the Association of Social Work Board's (ASWB) **clinical level** examination to obtain clinical social work licensure. You may use current licensure/certification as a clinical social worker in another state to exempt yourself from the examination provided you took the ASWB examination in another state at the clinical level or higher.

PLEASE NOTE: If you did not take an examination at the same or higher level to receive licensure/certification in the other state, you will be required to take the ASWB clinical examination before you will be licensed as clinical social worker in the State of Indiana.

If you are currently licensed or certified as a clinical social worker in another state and you will be applying for licensure in Indiana on the basis of that license, please see the section **“Requirements for applicants by exemption from examination” (ENDORSEMENT)**.

The requirements for the licensure as a clinical social worker (LCSW) through examination or endorsement are as follows:

APPLICATION

Mail completed application along with all required documentation listed below to the Indiana Professional Licensing Agency:

AFFIDAVIT

If you answer “Yes” to any of the eight (8) questions on the application, you must explain fully in a **signed and notarized affidavit**, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date, and disposition. If you have had a malpractice judgement, provide the name of the plaintiff.

PLEASE NOTE: Letters from attorneys or insurance companies will not be accepted in lieu of your statement, however they may accompany your affidavit.

APPLICATION FEES

Applicants must submit a fifty dollar (\$50) application/issuance fee, made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. **(ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.)**

PHOTOGRAPH

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, and of professional quality. No Polaroid type or laminated cards will be accepted.

EDUCATION -- NEW REQUIREMENT

Applicants must possess at least a **Master's degree in Social Work (MSW)** from any institution of higher education that has been **accredited or approved for candidacy by the Council on Social Work Education**. Applicants must submit an official transcript from the college or university from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred. Indiana law requires that your Master's degree be clinically oriented, with specific clinical content areas covered.

Complete the enclosed "**FORM III - MSW CLINICAL COURSEWORK**". This form must be completed and submitted with your other application materials. Delays in the application approval process are often the result of the Board's need to obtain more information from applicants regarding the specifics of individual course content. In order to ensure expediency in the application approval process, the Board suggests, but does not require, that applicants submit course catalog descriptions or course syllabi to accompany Form III for any course whose title does not clearly reflect the course content.

NOTE: Transcripts must be original, official transcripts sent directly from the university. Copies or incomplete (not yet showing your degree granted) transcripts are not acceptable. Degrees in related fields are not accepted.

IN ADDITION, TRANSCRIPTS SUBMITTED BY THE APPLICANT IN A SEALED ENVELOPE WILL NO LONGER BE ACCEPTED.

*****Effective July 1, 2009*****

If you graduate after July 1, 2009, you will be required to obtain a social work license (LSW) before you begin the supervision and experience requirement necessary for licensure as a clinical social worker.

Effective July 1, 2009, applicants seeking licensure as a clinical social worker will now only need two (2) years post-degree full-time work experience and supervision prior to applying for licensure as a clinical social worker (LCSW).

CLINICAL EXPERIENCE -- NEW REQUIREMENT

Applicants must submit proof of two (2) years of experience in the practice of clinical social work in counseling of clients in a clinical setting. Both years must have been obtained after receiving your MSW degree. The experience must be post-baccalaureate, paid, full-time and supervised to qualify as experience. Part-time experience may be considered by the Board. (NOTE: One thousand five hundred hours (1,500) equals one (1) year of experience worked full-time. Under no circumstances can this experience requirement be met in less than twelve (12) months.)

Use **FORM II – VERIFICATION OF EMPLOYMENT/EXPERIENCE** to report your information. Your employer must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you completed the required two (2) years of experience with more than one employer. To qualify as experience you must have been providing clinical social worker services, including assessment and evaluation of clients, in which at least **fifty percent (50%)** of this time consisted of providing services directly to clients.

CLINICAL SUPERVISION -- NEW REQUIREMENT

Applicants must submit proof of having received at least four (4) hours of face to face supervision per each month of experience, provided by a licensed clinical social worker (LCSW). If you began your supervised clinical experience requirement before November 1, 2003, this experience can also be gained under the supervision of a licensed physician who has training in psychiatric medicine, a licensed psychologist, a licensed marriage and family therapist (LMFT) or a licensed mental health counselor (LMHC). Any supervised clinical experience completed after November 1, 2003, must be gained under the supervision of a

licensed clinical social worker (LCSW).

Use **FORM I- VERIFICATION OF SUPERVISION** to report your information. Your supervisor must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you received the required supervision from more than one supervisor.

VERIFICATION OF LICENSURE/CERTIFICATION IN ANOTHER STATE

Applicants must provide VERIFICATION OF LICENSURE/CERTIFICATION FORMS from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. This top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. **You do not need to complete this form, if you only hold licensure or certification in the State of Indiana with the IPLA.**

EXAMINATION CANDIDATES FOR LCSW

Your application for the licensure examination must be approved by the Behavioral Health and Human Services Licensing Board prior to examination registration with the Association of Social Work Boards. Once approval is granted, information will be mailed to you explaining the registration and scheduling process for the examination. It is your responsibility to register for and schedule your examination. An applicant who has been approved by the Board to take the examination must take the examination within one (1) year from the date of the initial Board approval. If the applicant does not take the examination within one (1) year from the date of the initial Board approval, the approval will be invalid and the applicant must submit a new application with all documentation resubmitted. Applicants who have failed the examination, and who wish to retake the examination, must submit a Repeat Examination Application, fees and other requirements as determined by the Board. An applicant who has failed the initial examination and two (2) subsequent examinations shall be disqualified from retaking the examination until the applicant is approved by the Board.

Please be sure you register for the correct level of examination.

After completion of the examination, the testing center will provide individuals with a form that indicates whether the candidate has passed or failed the examination. The results are forwarded to the Board within one to two weeks and licenses will be issued for passing candidates within one week of the receipt of the scores.

PLEASE BE PATIENT WITH THIS PROCESS

If you are unsuccessful on the examination, you will be sent repeat examination materials. You must first re-apply to the Indiana Professional Licensing Agency and again be approved to re-take the examination before you re-register with ASWB. Additionally, there is a mandated ninety (90) day waiting period between examination attempts.

TESTING ACCOMMODATION REQUEST

If you have a disability, which may require some special accommodations in taking this examination, please request a Testing Accommodation Request Form from the Indiana Professional Licensing Agency by calling (317) 234-2064. If you are hearing or speech impaired, you may utilize the Indiana Relay System by calling 1-800-743-3333. **If an accommodation is not requested prior to Board approval to take the examination, the Board cannot guarantee the availability of the accommodation on-site.**

ENDORSEMENT CANDIDATES FOR LCSW

Requirements for applicants by exemption from examination

“Endorsement” is a term used to describe the process of granting a license to an applicant who possesses a license or certification to practice that profession in another state or country. Indiana social work licensure law requires all applicants who are applying for licensure as either a social worker or as a clinical social worker, by exemption from examination, meet all of the following requirements.

PLEASE NOTE: If an applicant qualifies for licensure in Indiana by endorsement, he or she is only exempted from the national examination requirement itself. The following requirements must be met in order to be approved for licensure through endorsement. Please refer to the appropriate section of the instructions for specifics on these requirements.

1. EDUCATION/CLINICAL EXPERIENCE/CLINICAL SUPERVISION

Endorsement applicants must meet all of Indiana’s education and supervised experience requirements for the level of licensure for which you are applying. Please see the education and supervised experience requirements above.

2. CURRENT/ACTIVE LICENSURE OR CERTIFICATION

Endorsement applicants must be currently licensed or certified to practice in another state at the same level of licensure that you are applying for in Indiana. This license or certification must be current and in good standing.

3. EQUIVALENT EXAMINATION

The examination that you took to gain licensure in another state must be substantially equivalent to the examination required for that level of licensure in Indiana.

4. YEARS OF PRACTICE

Endorsement applicants must have been actively engaged in the practice of social work or clinical social work for not less than three (3) out of the previous five (5) years. **You must submit a letter to the Board to this effect and include it with your application materials.**

5. JURISPRUDENCE EXAMINATION

Endorsement applicants are required to pass a written jurisprudence examination covering the Licensing Statute (IC § 25-23.6), rules and regulations (Title 839) and the Health Professions Standards of Practice (IC § 25-1-9). These laws and rules are contained in this application packet. Once your application is approved by the Board, a jurisprudence exam will be mailed to your address on file. A score of seventy-five (75) or above on the examination is passing. **You will not be granted licensure in Indiana until you have successfully completed this examination.**

APPLICATION/FORMS CHECKLIST FOR LCSW EXAMINATION CANDIDATES UNDER "OLD" REQUIREMENTS: If you are applying for licensure as a clinical social worker (LCSW) by examination, and you began taking classes for your Master's degree program before July 1, 1997, you must complete and submit the following material.

____ Three (3) page application form	____ Official Transcript(s)
____ One (1) photograph	____ Form I – Verification of Supervision
____ \$50 Application/Issuance Fee	____ Form II – Verification of Employment/Experience

APPLICATION/FORMS CHECKLIST FOR LCSW EXAMINATION CANDIDATES UNDER "NEW" REQUIREMENTS: If you are applying for licensure as a clinical social worker (LCSW) by examination, and you began taking classes for your Master's degree program after July 1, 1997, you must complete and submit the following material.

____ Three (3) page application form	____ Form I – Verification of Supervision
____ One (1) photograph	____ Form II – Verification of Employment/Experience
____ \$50 Application/Issuance Fee	____ Form III – MSW Clinical Coursework
____ Official Transcript(s)	

APPLICATION/FORMS CHECKLIST FOR LCSW ENDORSEMENT CANDIDATES UNDER "OLD" REQUIREMENTS: If you are applying for licensure as a clinical social worker (LCSW) by endorsement, and you began taking classes for your Master's degree program before July 1, 1997, you must complete and submit the following material.

____ Three (3) page application form	____ Form I – Verification of Supervision
____ One (1) photograph	____ Form II – Verification of Employment/Experience
____ \$50 Application/Issuance Fee	____ Verification of State Licensure/Certification Form
____ Official Transcript(s)	____ Official Score Report from ASWB

APPLICATION/FORMS CHECKLIST FOR LCSW ENDORSEMENT CANDIDATES UNDER "NEW" REQUIREMENTS: If you are applying for licensure as a clinical social worker (LCSW) by endorsement, and you began taking classes for your Master's degree program after July 1, 1997, you must complete and submit the following material.

____ Three (3) page application form	____ Form I – Verification of Supervision
____ One (1) photograph	____ Form II – Verification of Employment/Experience
____ \$50 Application/Issuance Fee	____ Form III – MSW Clinical Coursework
____ Official Transcript(s)	____ Verification of State Licensure/Certification Form
	____ Official Score Report from ASWB

TEMPORARY PERMITS FOR LICENSED CLINICAL SOCIAL WORKERS

The Board may issue a temporary permit to practice as a clinical social worker to an applicant who submits the following:

- 1) A completed application for licensure as a clinical social worker including all supporting documentation; **and**
- 2) an additional fee of twenty-five dollars (\$25) for the temporary permit.

The applicant licensed in another state must also:

- 1) submit proof of a valid license/certificate to practice from another state. Applicants will not be issued their temporary license until verification of your license from your state has been received.

OR

- 2) have been approved by the Board to take the examination.

A temporary permit expires the earlier of:

- 1) the date the individual holding the permit is issued a license; **or**
- 2) the date the Board disapproves the individual's application for licensure. (Disapproval of applications includes failing the required examination.); **or**
- 3) one hundred and eighty days (180) after the initial permit is issued.

The Board may renew a temporary permit if the individual holding the permit was scheduled to take the examination and the individual did not take the examination and shows good cause for not taking the examination. "Good cause" is defined in the Board's rules as follows: As used in IC § 25-23.6-5-11, "good cause" means any reason approved by the board following written notice to the board from the applicant within thirty (30) days of the date the applicant was scheduled to take the examination. A renewed permit expires on the date the individual holding the permit receives the results from the next examination given after the permit was issued.

NOTE: Although approved applicants have one year (1) to take the examination, from the time of their approval by the Board, the temporary permit will expire after one hundred and eighty (180) days. Applicants who are issued a temporary permit are encouraged to take the examination within the first one hundred and eighty (180) days.

EXAMINATION FEES AND SCHEDULE

Indiana offers the **clinical** level examination for obtaining clinical social work licensure. The examination is only offered in a computer format through the Association of Social Work Boards (ASWB) and its contracted examination service.

The examination consists of one hundred and fifty (150) questions. Indiana law requires that you pass the national examination.

The current fee for the examination is two-hundred and sixty dollars (\$260) which is established by the examination service and is payable directly to the Association of Social Work Boards. You will be required to pay for your examination when you register. Payments can be made by credit card, certified check or money order.

There are no particular examination dates. It is a computerized exam which is offered six (6) days a week at various locations and times. Please wait to register with the ASWB until you have received your approval letter from IPLA with the test center information. At that point, you should contact ASWB for scheduling your examination and for submitting your \$260.00 to take the examination.

For more information on study guides and examination materials, please contact the ASWB at www.aswb.org.